

Per Diem Rates & Incidentals

How are rates calculated?

Per diem rates are fixed allowances for breakfast, lunch, dinner and incidental expenses (including tips and gratuities) based on the host city's per diem rate:

Breakfast	20% of the total per diem
Lunch	30% of the total per diem
Dinner	50% of the total per diem

Incidentals

Incidentals are pro-rated at the same percentage as meals. If no meals are claimed that day, no incidentals are paid.

Incidental rates are only approved for overnight trips and cover expenses such as fees and tips. Incidental rates are not reimbursed for local day travel.

Total Per Day	Breakfast (7 a.m.)	Lunch (12 p.m.)	Dinner (6 p.m.)	Incidental
\$51	\$9.20	\$13.80	\$23	\$5
\$54	\$9.80	\$14.70	\$24.50	\$5
\$59	\$10.80	\$16.20	\$27	\$5
\$64	\$11.80	\$17.70	\$29.50	\$5
\$69	\$12.80	\$19.20	\$32	\$5

Where Do I Look Up Rates?

- **Continental United States (CONUS)**
www.gsa.gov
 Travel > Plan & Book > Per Diem Rates
- **International, Alaska & Hawaii (OCONUS)**
www.defensetravel.dod.mil
 Travel Tools > Flat Rate Per Diem Lookup

Talk to the Experts

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